



## GSA Federal Acquisition Training Symposium

April 25 – 26, 2017  
Huntsville, AL

Learn > Discuss > Connect

Interact

# Managing Your Professional Services Schedule (PSS) Contract

Kenny Yiu

Senior Contracting Officer

GSA – Office of Professional Services  
& Human Capital Categories (PSHC)

April 25, 2017

## Items to Always Keep Current

- Digital certificates
- System for Award Management (SAM) registration
- Authorized negotiators
- Contact for contract administration and 72A rep
- Quarterly sales reports and remittance of the Industrial Funding Fee (IFF)
- Electronic Subcontracting Reporting System (eSRS) reports for other than small businesses

## Items to Always Keep Current

- Price list on GSA eLibrary and Advantage!®

### **GENERAL SERVICES ADMINISTRATION**

#### **Federal Acquisition Service**

#### *Authorized Federal Supply Schedule Price List*

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order is available through GSA *Advantage!*™, a menu-driven database system. The INTERNET address for GSA *Advantage!*™ is: <http://www.GSAAdvantage.gov>.

Schedule for – PSS

Federal Supply Group: 00CORP Class: R706

Contract Number: GS-00F-XXXX

For more information on ordering from Federal Supply Schedules  
[click on the FSS Schedules button at http://www.gsa.gov/schedules-ordering](http://www.gsa.gov/schedules-ordering)

Contract Period: August 12, 2015 through August 11, 2020

# Items to Always Keep Current

- Mass modifications
  - Requires a PIN to be accepted
  - PIN can be reset by Contracting Officer

[GSA](#) [GSA Advantage!](#) [eLibrary!](#) [FedBizOpps](#)

**Federal Acquisition Service**  
For uniform changes to large segments of the FAS contractor community

**Mass Mods**

[Contact GSA](#)

This is a U.S. General Services Administration Federal Government computer system that is "FOR OFFICIAL USE ONLY". By using this system you acknowledge: this system is subject to monitoring. Unauthorized attempts to upload information, view information, or change information of other vendor's data and attempts to bypass authentication or authorization mechanisms to gain access into unauthorized areas of the website and any other actions that would compromise the confidentiality, integrity, and availability of this system are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act.

**Contract-Specific Modification Status**  
(Directive to Contractors)

Enter your Contract without dashes below to view all the GSA initiated Contract Modifications for your Contract.

(\*Does NOT include e-Mods or Quick Mods)

Submit

Example: MFDA208 or GS06FDA208 or GS06Q16GVAM010

## PSS Portal Page

- If you or your federal customers need quick access to a wealth of information, visit the PSS portal page!
- <http://www.gsa.gov/psschedule>
- On there is the Multiple Award Schedules (MAS) Welcome Package that contains acronym definitions and helpful links to the different e-tools

The screenshot displays the GSA PSS Portal interface. At the top, a navigation bar includes the GSA logo and links for TRAVEL, REAL ESTATE, ACQUISITION (highlighted), TECHNOLOGY, POLICY & REGULATIONS, and ABOUT US, along with a search icon. Below this is a breadcrumb trail: Home > Acquisition > Purchasing Programs > GSA Schedules > Industry Partners > Now You Have Your Schedule > Now You Have Your Schedule. The main content area is divided into three columns. The left column lists links: MAS Welcome Package - First Step, Time Sensitive Guidance, New Contractor Training Opportunities, Marketing Your MAS Contract, Additional "E" Tools, MAS Schedule Program Locator, and Additional Resources. The middle column features the heading "How the Welcome Package can help You" followed by a paragraph explaining the portal's purpose for industry partners, and then "What is in the Welcome Package?" with a bullet point linking to "First Steps". The right column lists "PURCHASING PROGRAMS" (Acquisition Gateway, Assisted Acquisition Overview, GSA SmartPay®) and "E-TOOLS" (GSA Advantage!®, eBuy, GSA eLibrary).

**GSA** TRAVEL REAL ESTATE **ACQUISITION** TECHNOLOGY POLICY & REGULATIONS ABOUT US

Home > Acquisition > Purchasing Programs > GSA Schedules > Industry Partners > Now You Have Your Schedule > Now You Have Your Schedule

**MAS Welcome Package - First Step**

- Time Sensitive Guidance
- New Contractor Training Opportunities
- Marketing Your MAS Contract
- Additional "E" Tools
- MAS Schedule Program Locator
- Additional Resources

### How the Welcome Package can help You

This portal page is designed for you, our industry partner. Its purpose is to provide you one location to find up-to-date information, guidance and resources applicable to all Multiple Award Schedules managed by GSA/FAS.

### What is in the Welcome Package?

- Easy to Use Checklist to help you understand your requirements upon award of your new GSA MAS contract. [Check out "First Steps"](#)

#### PURCHASING PROGRAMS

- [Acquisition Gateway](#)
- [Assisted Acquisition Overview](#)
- [GSA SmartPay®](#)

#### E-TOOLS

- [GSA Advantage!®](#)
- [eBuy](#)
- [GSA eLibrary](#)

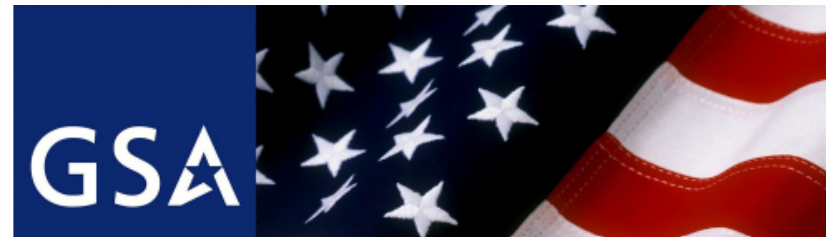
## Modifications – Submission Overview

- Go to eOffer / eMod website at <http://eoffer.gsa.gov>
- Initiate the modification and upload your required documents
- Ensure all documents are uploaded in accordance with modification instructions located at <http://www.gsa.gov/portal/content/119694>
- If you need help using eMod, please refer to the documents located at [http://eoffer.gsa.gov/eoffer\\_docs/Guide\\_Links.html](http://eoffer.gsa.gov/eoffer_docs/Guide_Links.html)



## Modifications – Instructions

- Always download the latest modification instructions
  - PSS modification instructions align with the PSS solicitation and when the solicitation updates, the modification instructions frequently update as a result



### PROFESSIONAL SERVICES SCHEDULE (PSS) MODIFICATION INSTRUCTIONS Updated January 2017

#### Attention Industry Partner:

GSA values our relationships with our industry partners. We know how hard you work to manage your MAS contract and promote the MAS program. We also know that effective contract administration can be a challenge, and we want the experience of modifying your contract to be as effective as possible. To that end, we have developed detailed modification instructions, FAQs, and resources for you to be able to prepare a modification package that can be quickly processed and awarded.

The modification instructions are aligned with current solicitation proposal instructions (SCP-FSS-001, SCP-FSS-002, SCP-FSS-003 and SCP-FSS-004). If at any time during this process you have questions, please contact the Contract Specialist assigned to your contract. Email and phone number can be found via <http://www.gsaelibrary.gsa.gov>. (Enter your contract number. Click on your company name. Your GSA Government Contracting Specialist is on the right, across from your company POC.)

# Modifications - Instructions

1VTzGqrEDrKlvDeGo0xfAtI8flj-Jq6jhAnW4h3WBndc/edit#heading=h.30j0zll

ORS UPLOAD CHECK: [D2](#) [Region 10 InSite Home](#) [Create New - Smart](#) [Log in to Concur](#) | [Interact Site](#) [Chatter](#)

Help All changes saved in Drive

Table of Contents

- GENERAL INSTRUCTIONS:
  - [Administrative Changes](#)
  - [Temporary/Permanent Price Reductions](#)
  - [Contract Compliance Updates](#)
- SECTION I: [Mandatory Documents for ALL Modification Requests except Administrative Modification Requests](#)
- SECTION II: [Types of Modifications: Economic Price Adjustments based on a Commercial Price List \(CPL\)](#)
  - [Types of Modifications: Economic Price Adjustments based on Market Pricing](#)
  - [Types of Modifications: Requesting New Labor/Services Categories or Changes to Existing Labor/Services Categories](#)
  - [Types of Modifications: Requesting New Support Products or Changes to Awarded Support Products](#)
  - [Types of Modifications: Requesting New Training Courses or Changes to Awarded Courses](#)
  - [Types of Modifications: Adding Special Item Numbers \(SINs\)](#)
  - [Types of Modifications: Requirements for Novations or Change of Name Agreements](#)  
(Note: Documents must be sent in hard copy for novations, rather than eMod)
  - [Types of Modifications: Requirements for Adding Ancillary Repair and Alteration Services](#)  
(Note: Applicable to Logistic services, SIN C874-597, 874-597 and SIN C100-02)
  - [Types of Modifications: EPA Based On Service Contract Act \(SCA\)](#)  
Note: Applicable to price changes IAW clause 52.222-43, Fair Labor Standards Act and SCA Price Adjustment (Multiple Year and Option Contracts), due to incorporation of revised wage determinations. (Note - A firm who chooses to adjust pricing for service employees IAW SCA cannot also obtain a price increase based on an EPA adjustment used for any professional employees).
- SECTION III: [Special Requirements applicable to the following Services:](#)  
Logistics services, Language Services and Environmental Services
- SECTION IV: [FAQs and guidance](#)

Read General Instructions and ensure contract compliance is up to date

Review mandatory documents and ensure they are included

Select a mod type and submit the modification request



# Modifications – Types Overview

All MODs must be submitted in eMOD system at <http://eoffer.gsa.gov/>  
Having trouble accessing eMod or submitting your request?

Unilateral Administrative Modifications
<a href="#">Step 1: Administrative Changes</a>

Bilateral Modifications
<a href="#">Step 1: Contract Compliance (must be completed)</a>
<a href="#">Step 2: Mandatory docs for all MOD requests (must be included)</a>
<a href="#">Step 3: Select a MOD Type (follow instructions per MOD type request)</a>

**Note: (READ ME)** If any mandatory information is missing or incomplete, your modification (MOD) request will be rejected by the reviewing Contracting Officer/Contract Specialist.

# Modifications – Administrative Changes

Unilateral Administrative Modifications
<b>Step 1: Administrative and RAM modifications</b>
<p><b><u>Administrative Changes</u></b></p> <p>Administrative changes are changes to the contract that don't change the substantive rights of the parties to the contract. See eMod Instructions at <a href="http://www.eoffer.gsa.gov/">http://www.eoffer.gsa.gov/</a>. The following list identifies the available types of Administrative Modifications:</p> <ul style="list-style-type: none"><li>a) Contract Administrator/Point of Contact (POC) Change</li><li>b) Authorized Negotiator Change*</li><li>c) Email Address Change</li><li>d) Fax Change</li><li>e) Telephone Number Change</li><li>f) Website Address Change</li><li>g) Change of (add/delete) authorized dealer</li><li>h) Delete Labor Category**</li><li>i) Delete Product(s)**</li><li>j) Delete SIN**</li><li>k) Change of Geographic Scope (Domestic or Worldwide)</li><li>l) Subcontracting Plan***</li><li>m) Temporary/Permanent Price Reductions (see below)</li></ul>

# Modifications – Bilateral Changes

The following numbered items (1-4) MUST be submitted with all modification requests. If these items are not addressed, the modification may be rejected. You may include multiple requested changes in a single modification request document, rather than submitting separate modification requests.

Note – If firm combines a 'deletion of SINs' or 'deletion of labor categories' with any other modification type (e.g. EPA), the eMod system will split the modification and create a Rapid Action Modification (RAM) for the administrative portion of request (e.g. deletion, POC change, address change) which may result in rejection of the RAM modification. Therefore, it is imperative that the firm contact their Contract Specialist if multiple actions are to be taken within one submission to prevent any possibility of rejection.

Section I: Checklist of Modification Documents		
#	Documents Required to Be Submitted	Included in Package
1	<a href="#">Contract Compliance Requirements</a>	
2	Signed and Dated Cover Letter	
3	Commercial Sales Practice Format (CSP)/Proposal Price List (PPL)	
4	Service Contract Act (SCA) Matrix	
5	Labor Category Descriptions Document, Training Course Descriptions or Support Products Descriptions as applicable.	

# Modifications – Bilateral Changes

## Economic Price Adjustments based on a Commercial Price List (CPL)

### Section II: CPL Modification Checklist

#	Documents Required to be Submitted	Included in Package
1	Section I Documents	
2	Commercial Price List with Effective Date	
3	Supporting Documentation (Invoices etc.)	
4	EPA Pricing Worksheet	

The checklist in the modification instructions is specific to each mod type

Market pricing instructions refer to escalation via market indicator

## Economic Price Adjustments based on Market Pricing

### Section II: Market Indicator Modification Checklist

#	Documents Required to be Submitted	Included in Package
1	Section I Documents	
2	Copy of the Agreed Upon Market Indicator	
3	EPA Pricing Worksheet	

## Types of Modifications: EPA Based on Service Contract Act (SCA)

### Section II: SCA (EPA) Modification Checklist

#	Documents Required to be Submitted	Included in Package
1	Section I Documents	
2	Current/Wage Determinations (WD) by Number	
3	EPA Pricing Worksheet	

Escalation under 52.222-43, Fair Labor Standards Act applies to all SCA labor categories

# Modifications – Bilateral Changes

## Adding Special Item Numbers (SINs)

Labor Categories/Courses/Products/Services Applicable to the SIN(s) Requested

### Section II: Add SIN Modification Checklist

#	Documents Required to be Submitted	Included in Package
1	Section I Documents	
2	Project Descriptions for 2 Projects	
	<b>If Adding Labor Categories/Products/Training Courses:</b>	
3	Supporting Documentation ( Invoices, etc.)	

For each SIN requested, submit project descriptions for two (2) projects that are relevant to the SIN you are seeking.

## Modifications – After Award

- Once your modification is awarded, upload your updated price list document through the Schedule Input Program (SIP) so that it can be posted on GSA eLibrary and Advantage!®
- The submitted SIP file must match the most current information listed in your contract and in the most recently awarded modification as files that do not match will get rejected
- Continue to keep your contract current (timely modification requests, sales and IFF reporting, etc.)



## Options – Timeline Overview

- 305 Days – Contract option is assigned to the GSA Contract Specialist / Contracting Officer
- 250 Days – Determination to exclude or not exclude from upcoming option
  - SAM check
  - Digital certificate check
  - Sales check
- 210 Days – System-generated notification letter is sent out to contractor
  - The option modification is auto-generated
  - Be aware of the response due date specified in this letter

## Options – Timeline Overview

### ➤ 165 Days – Eligibility

- Responsive?
- All option documents should have been submitted through eMod and the option modification activated by the contractor
- If the modification has not been activated, the GSA Contract Specialist / Contracting Officer will send a deficiency letter
  - If there is also no response received to this second letter, the option will not be exercised and the contract will be allowed to expire
  - GSA will take no further action

## Options – Response Documents

- Do you want to exercise your option?
  - If “**No**” – Submit a letter on corporate letterhead, signed by a corporate officer, indicating your desire for GSA **NOT** to consider exercising an option to extend the term of this contract
  - If “**Yes**” – You’ll need to submit the required documents

## Options – Response Documents

- A letter on corporate letterhead, signed by a corporate officer
  - State your intent to have the option be considered for exercise
  - Affirm that there have been **no changes** to the most currently incorporated Commercial Sales Practices (CSPs), most recently negotiated Price Reductions Clause relationships, and terms and conditions **and** that they are current, accurate, and complete
    - If there are changes, submit a modification request with the option response to incorporate these new changes to the contract

## Options – Response Documents

- If you are a small business, you must re-represent your business size at the time of option exercise
- If you are an other than small business, you are also required to re-represent your business size and are required to verify that the previously approved subcontracting plan in the contract is still current as it will be included in the upcoming option period
  - If the subcontracting plan requires updating or if you want to propose new subcontracting dollar and percentage goals, then submit a new plan with the option response

## Options – After Exercise

- Once your option is exercised, upload your updated price list document through the Schedule Input Program (SIP) so that it can be posted on GSA eLibrary and Advantage!®
- The submitted SIP file must match the most current information listed in your contract (new contract end date) and in the most recently awarded modification as files that do not match will get rejected
- Continue to keep your contract current (timely modification requests, sales and IFF reporting, etc.)



## PSS Transactional Data Reporting (TDR) Pilot

- The TDR rule requires contractors to electronically report the price the federal government paid for an item or service purchased through GSA acquisition vehicles
- Under PSS, the TDR Pilot SINs are all those that are under 871 – PES
- The Price Reductions Clause tracking requirements and CSP disclosure requirements are eliminated for TDR Pilot participants
- To learn more about the TDR Pilot, visit <https://tdr.gsa.gov>

## Frequently Asked Questions

- Where can I go to find out who my GSA Contract Specialist / Contracting Officer is at any given time?
- How come I suddenly can't access eBuy anymore?
- Can task orders be set aside for small businesses?

## PSHC Contacts

- General Questions: [ProfessionalServices@gsa.gov](mailto:ProfessionalServices@gsa.gov)
- Supplier Relationship Manager for PSHC:
  - Debra Drake – [debra.drake@gsa.gov](mailto:debra.drake@gsa.gov) or (ph) 703-605-5459
- Project Manager for the PSS Program:
  - Kathy Jocoy – [kathy.jocoy@gsa.gov](mailto:kathy.jocoy@gsa.gov) or (ph) 253-931-7080
- Project Manager for the OASIS Program:
  - Todd Richards – [todd.richards@gsa.gov](mailto:todd.richards@gsa.gov) or (ph) 817-850-8382
- Project Manager for the SmartPay Program:
  - Dave Shea – [david.shea@gsa.gov](mailto:david.shea@gsa.gov) or (ph) 703-605-2867
- Project Manager for the HCaTS Program:
  - Jo Ann Lee – [joann.lee@gsa.gov](mailto:joann.lee@gsa.gov) or (ph) 212-264-1885